



**DEPARTMENT OF CORRECTIONS
YOUTH COMMUNITY CORRECTIONS BUREAU
POLICY**

Policy No.: YCC 4.6.2	Subject: RELEASE AND TRANSFER PROCEDURES
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Section 7: Releases - Placement	Revision Date: 01-09-06, 11-06-06, 11-23-07, 05-24-10
Applicable ACA Standards: 2-7175	
Signature: /s/ <i>Karen Duncan</i>	Effective Date: 02-10-04
Signature: /s/ <i>Steve Gibson</i>	

I. POLICY:

It is the policy of the Youth Community Corrections (YCC) bureau to adhere to legal requirements and procedures that serve the interest of victims' welfare, public safety, and needs of the offender when releasing offenders from custody. This policy will be reviewed annually and updated as needed.

II. APPLICABILITY:

All YCC facilities and programs

III. DEFINITIONS:

None

IV. BUREAU DIRECTIVES:

- A. Due to the differences in Department facilities and programs, each will develop procedures to address the release or transfer of youth. General release procedures will insure proper documentation, including the following:
1. Authentication of release authorization documents by the assigned staff member and verification that there are no outstanding warrants, detainers, or notifications.
 2. Fax or computer-generated release authorizations will be verified by telephonic contact with a recognized representative of the authorizing agency; no youth will be released on the strength of a fax or computer-authorized message alone.
 3. Verification that supervising authorities, appropriate victim/statutory notification, and criminal justice officials in the community have been properly notified of the impending release.
 4. Authentication of the youth's identity by photograph and comparison of physical description.

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5. Certified copy of the order received by the facility, prior to the release.

B. Release Processing:

YCC bureau will follow established procedures for the release of youth. Refer to [YCC 60-1 Case Management Overview](#), [YCC 60-2 Field Investigation Request](#) and [YCC 60-3 Juvenile Parole Agreement](#).

V. CLOSING:

Questions concerning this policy should be directed to the youth community corrections bureau chief.

VI. REFERENCES:

2-15-112, MCA	Duties and Powers of Department Heads
53-1-203, MCA	Powers and Duties of Department of Corrections

VII. ATTACHMENTS:

None